



CODE OF PRACTICE

Purpose of this document

This document is written to:

- provide for orderly conduct of internal affairs and membership within the Coach House Church (CIO)
- provide for compliance with and observance of CIO Constitution document:
- preserve and secure the principles of our faith;
- preserve the liberties of members of the church;
- ensure freedom of action of independence from any religious body or organisation.

This document will be reviewed on a 3 yearly basis by the serving Leadership Team.

Our History

Coach House Church was founded in 1952 in response to the vision that Pastor Joe Bailey had for a children's club and church.

The original building was an old coaching house, hence the name and was situated a few hundred yards from our current location.

The vision to have a building on a main thoroughfare with a bus stop outside was fulfilled in 1969 when the current site was acquired on the A6.

The main sanctuary was created and opened in 1984

The church has continued serving the community faithfully since opening its doors and we remain committed to the foundational values with which the church was originated.

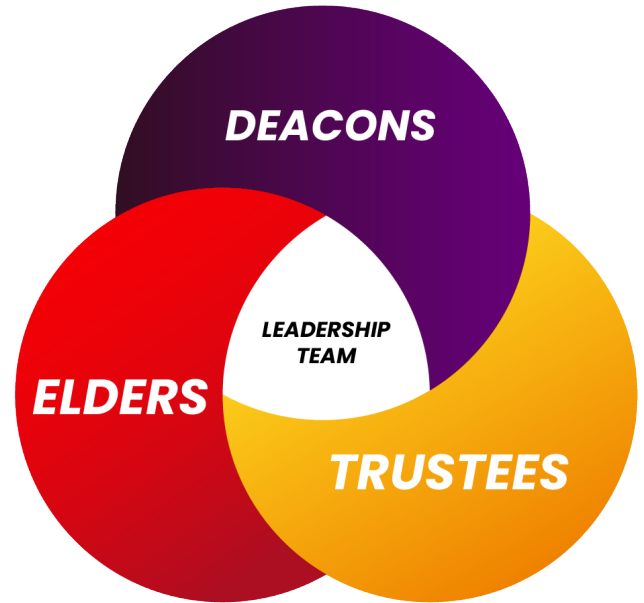
STATEMENT OF FAITH

We believe in...

- The one true God who lives eternally in three persons - the Father, the Son and the Holy Spirit.
- The love, grace and sovereignty of God in creating, sustaining, ruling, redeeming and judging the world.
- The divine inspiration and supreme authority of the Old and New Testament Scriptures, which are the written Word of God - fully trustworthy for faith and conduct.
- The dignity of all people, made male and female in God's image to love, be holy and care for creation, yet corrupted by sin, which incurs divine wrath and judgment.
- The incarnation of God's eternal Son, the Lord Jesus Christ-born of the virgin Mary; truly divine and truly human, yet without sin.
- The atoning sacrifice of Christ on the cross: dying in our place, paying the price of sin and defeating evil, so reconciling us with God.
- The bodily resurrection of Christ, the first fruits of our resurrection; his ascension to the Father, and his reign and mediation as the only Saviour of the world.
- The justification of sinners solely by the grace of God through faith in Christ.
- The ministry of God the Holy Spirit, who leads us to repentance, unites us with Christ through new birth, empowers our discipleship and enables our witness.
- The one universal church, the body of Christ, of which each local church is a visible expression, consists of all true believers born again by the Holy Spirit. As a fellowship of believers, the church is called to worship God, grow in grace and bear witness to Christ and His kingdom throughout the world.
- The personal and visible return of Jesus Christ to fulfil the purposes of God, who will raise all people to judgement, bring eternal life to the redeemed and eternal condemnation to the lost, and establish a new heaven and new earth

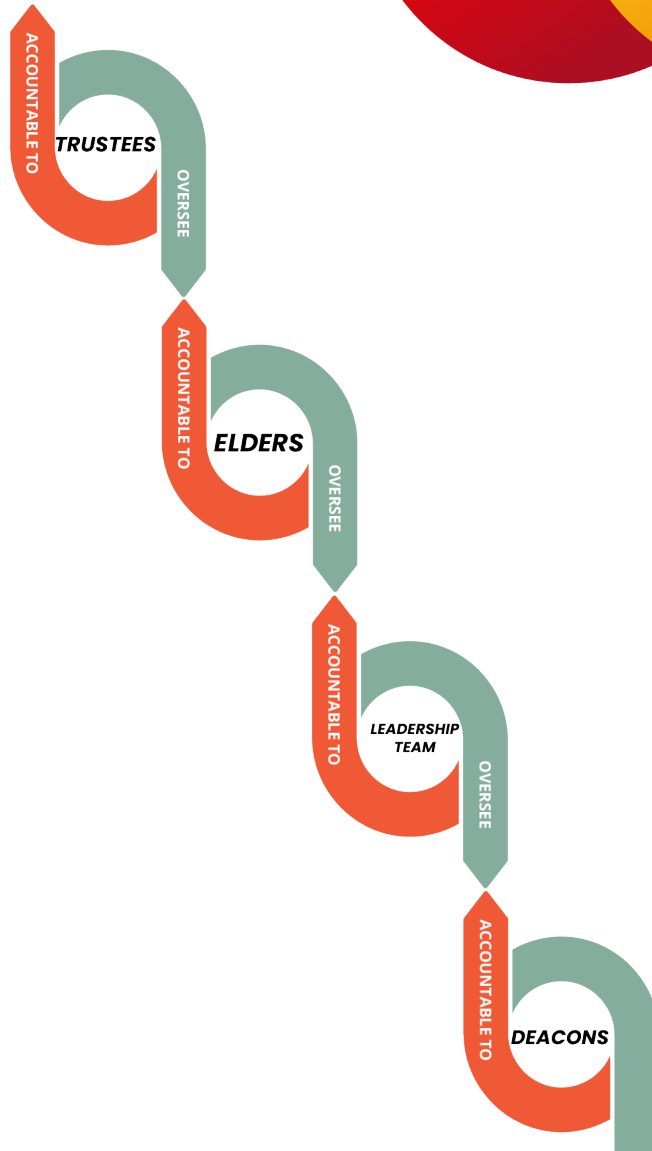
THE STRUCTURE

LEADERSHIP TEAM IS MADE FROM:



ACCOUNTABILITY TREE

CHURCH MEMBERS



MEMBERSHIP

CATEGORIES OF MEMBERSHIP

There shall be two categories of membership of the Coach House Church: Full members and Associate members.

Full Members

Full members of Coach House Church (CHC) shall consist of people who have made a profession in their faith in Jesus Christ as Lord and Saviour and have attained the age of 16 years.

The Constitution of the CIO under the name 'Coach House Church' shall be made available and accepted as this contains admission procedure, duties, and relevant information on membership. Only Full members will be allowed to vote at an AGM or EGM.

Associate members

This category of membership will be available, on request, and at the discretion of the trustees, to anyone, having been in Full membership for a minimum of 5 years, who feels that they are no longer able to exercise all the duties of a full member.

Associate members are entitled to membership benefits as outlined below but Associate members are not allowed to vote at an AGM or EGM, nor are they counted for the CIO objectives of calculating ballot results.

Membership Benefits.

The following benefits will be available for any Member:

- Adult Baptism
- Dedication of infants
- Marriage service
- Reaffirmation of Marriage
- Visitation
- Burial and cremation services

At the discretion of the Pastor and with agreement of Leadership Team, the above benefits may be made available to non-members on occasion.

Members have the right to receive notice and an agenda of the AGM or any EGM, to attend and vote at the AGM or any EGM and to call an EGM in accordance with CHC Constitution.

Members have the right to be informed of any nomination of a new Pastor, Elder or Deacon and to submit any objections to any such nomination, in accordance with the CHC Constitution.

For admission and termination of members please see CHC CIO Constitution.

Leadership Team

The Leadership Team is predominately, but not exclusively formed of The Trustees of CHC (CIO) which contains within it, Elder, Pastor, Church Secretary and Treasurer positions.

For more information and details on the Trustees and working of the CIO please refer to the Constitution of Coach House Church which can be freely obtained from one of the Leadership Team or a serving Trustee. The governance of the Trustees is provided for in the CIO Constitution document.

Elders, Pastors and Deacons

ELDERS

Definition of an Elder

An Elder of CHC shall be a member and aim to live according to the guidance set out in 1 Timothy 3:1-7 and 5:17, Titus 1:6-9 and 1 Peter 5:1-4

Duties of an Elder

The Elders shall have final authority on all spiritual matters and are expected to carry out their role in accordance with the attitude of service and responsibilities described in Matthew 20:25 –28, Acts 6:4, Acts 20:28 and 1 Peter 5:2-3.

The duties of an Elder are:

- overseeing the Pastoral work, Bible teaching and prayer.
- considering and deciding on applications for water baptism.
- appointing, reviewing the term of office of and removing from office Elders, Pastors, and Deacons in accordance with the procedures set out in this Code of Practice. Paid employees will be appointed and removed according to the CHC CIO constitution and current employment law
- recognising and actively seeking out and encouraging the use of spiritual gifts of the Members.
- overseeing the booking of visiting speakers.
- overseeing the work of the Deacons.

For appointment and termination of Elders please see Appendix A

PASTOR

Definition of a Pastor

A Pastor of CHC shall be a member and aim to live according to the guidance set out in 1 Timothy 3:1-7 and 5:17, Titus 1:6-9 and 1 Peter 5:1-4. Any Pastor of CHC is automatically deemed an Elder.

Duties of a Pastor

A Pastor is expected to carry out their role in accordance with the attitude of service and responsibilities described in Matthew 20:25-28, Acts 6:4 & 20:28 and 1 Peter 5:2-3. The duties of any Pastor in addition to those in their capacity as an Elder are as follows;

- Administration, planning and guiding CHC to grow and fulfil the CIO objectives.
- Leading CHC and overseeing its leaders in performing their tasks.
- Representing CHC in its relationships with other churches and organisations.

For appointment and termination of pastor or senior pastor please see Appendix A

DEACONS

Definition of a Deacon

A Deacon is a member of CHC who has been designated a role of specific responsibility decided by the Leadership Team. The Church Secretary, Mission Secretary and Treasurer roles are also deemed to be Deacon roles. Deacons of CHC shall be members and aim to live according to the guidance set out in 1 Timothy 3:8-13.

For more information on the duties of the Church Secretary, Mission Secretary and Treasurer please see Appendix A. For appointment and termination of Deacons please see Appendix A

Finances

- All expenses of CHC, including any salaries, shall be financed by tithes, offerings, covenanting and any other income given to CHC.
- The financial year of CHC shall end on 31 December

Fellowship Practices at CHC

The following practices are celebrated in accordance with scripture.

- Baptism by total immersion which is open to all practicing believers.
- Breaking of bread, to be observed regularly for all Members and all other believers in Jesus Christ as their Lord and Saviour.
- Regular prayer meetings.
- Fellowship meals.

Church Premises

The use of CHC premises shall be at the absolute discretion of the Trustees of the CIO.

on behalf of the Trustees

Pastor Andy Jackson

Appendix A

Pastors

Number of Pastors

There shall be a minimum of one Pastor and if the number of Pastors falls below this number, then a new Pastor shall be appointed as soon as is reasonably practicable. There is no maximum number of Pastors, but if at any time there is more than one Pastor than the Elders (acting in their absolute discretion) shall designate one of the Pastors as Senior Pastor.

Appointment of a Pastor

If the number of Pastors falls below the minimum number or if the Elders decide that an additional Pastor is needed, then the Elders shall nominate a person whom they are satisfied meets the qualifications for a Pastor as soon as reasonably practicable. The Elders shall propose the nomination to the Members, who shall be given 30 days to submit any written objections and any such objections shall be considered by the Elders. The person nominated shall be appointed as a new Pastor after the expiration of the said notice period provided that either no objections shall have been received or no objections shall have been upheld by the Elders.

Terms and Conditions of employment for any paid Pastor shall be contained within a written contract, the terms of which, in addition to any Constitutional requirements, shall be decided by at least a 75% majority vote in favour, by the eligible quorum of the Trustees (CIO), having considered any professional advice that they consider appropriate. The contract shall be signed in duplicate by the new Pastor and the Treasurer. A copy of the signed contract shall be given to the new Pastor and to the Church Secretary.

Termination of a Pastor's Position

A Pastor shall serve until the position is terminated by;

- an unpaid Pastor resigning, following the service of 12 weeks written notice (or such other period of notice by mutual agreement of the resigning Pastor and the other Elders) to the other Elders or in the case of a paid Pastor in compliance with the terms of resignation under the contract of employment of the Pastor.
- a unanimous vote by the Trustees to remove from office any unpaid Pastor who is in the opinion of the other Trustees (acting in their absolute discretion) no longer meeting the qualifications for a Pastor.
- dismissal in the case of any paid Pastor in accordance with the terms and conditions of the Pastor's contract of employment and general employment law.

Elders

Number of Elders

There shall be a minimum of two Elders, in addition to the Pastor, and if the number of Elders falls below this number, then a new Elder shall be appointed as soon as is as reasonably practicable. In the event of any person not being viable for an Elder position, then the Trustees of the CIO will act as two Elder positions until the position is filled.

Appointment of Elders

Elders will only be chosen from within the Leadership Team. If the existing Elders wish to propose a new Elder, then the Elders shall propose the nomination to the Members, who shall be given 30 days to submit any written objections and any such objections will be considered by the Trustees. The person nominated shall be appointed as a new Elder after the expiration of the said notice period provided that either no objections shall have been received or no objections shall have been upheld by the Trustees. Any appointment of an Elder's position will be reviewed on a 3 yearly basis.

Termination of an Elder Position

An Elder, not being a Pastor, shall serve until the position is terminated by:

- the Elder resigning, following the service of 12 weeks' written notice (or such other period of notice by mutual agreement of the resigning Elder and the remaining Elders) to the remaining Elders or in the case of a paid Elder in compliance with the terms of resignation under the contract of employment of the Elder.
- A vote by a majority of the other Elders to remove from office any unpaid Elder who is in the other Elders (acting in their absolute discretion) no longer meeting the qualifications for an Elder or failing consistently to fulfil the duties of an Elder and in the event of there being only one other Elder then the removal shall require the approval of the Trustees.
- Dismissal in the case of any paid Elder in accordance with the terms and conditions of the Elders contract of employment and general employment law.

Deacons

Number of Deacons

There shall be a minimum of three Deacons at any one time, being the Church Secretary , Mission Secretary and the Treasurer. There is no maximum number of Deacons. If the number of Deacons falls below this number, then a new Deacon shall be appointed as soon as is reasonably practicable.

Appointment of Deacons

- Any Deacon will be proposed and agreed by the Leadership Team.

- The membership will be informed of any appointments of new Deacons and will have a period of 30 days to submit any written objections. In the event of any objections being upheld by the Leadership Team then the appointment will be revoked.
- The appointment of both the Church Secretary and Treasurer will be from within the Leadership Team and if required appointed as soon as is reasonably practicable.
- Any appointment of a Deacon position will be reviewed on a 3 yearly basis.

General Deacon Duties

All Deacons shall be accountable to the Leadership Team.

Deacons, in general, have responsibility for co-ordinating and executing a specific area of administrative, financial or building maintenance activity, as designated to them by the Leadership Team.

Deacons duties are varied but include keeping the Elders and the other Deacons updated regularly on their specific area of activity and if required by the Trustees to chair an AGM or EGM.

Duties of the Treasurer

The Treasurer shall have the following duties in addition to those set out above.

- guiding CHC's budget, in consultation with the Trustees.
- managing and monitoring CHC's budget.
- keeping a record of all receipts and outgoings
- arranging for all CHC's income, including tithes, offerings and any other gifts to be properly received, counted, recorded and deposited in CHC's bank account.
- arranging payment of all monies approved by authorised signatories, including payment of any salaries in accordance with any contract of employment, expenses of any visiting speaker and all other expenses incurred in the fulfilment of the CIO objectives.
- preparing and presenting a statement of accounts, in compliance with any relevant statutory requirements, to CHC at the AGM
- arranging for the accounts to be audited as required by CIO legislation.
- consulting with and reporting to the Trustees on all financial matters and providing them with any information or documents deemed reasonable by the Trustees and required by them in carrying out their duties.
- deciding, together with the other Trustees, the terms of the contract of employment of any paid Elder or Pastor and signing any such contract in duplicate.

Duties of the Church Secretary

The Church Secretary shall have the following duties in addition to those set for all Deacons:

- maintaining and annually reviewing a list of Members, to include the Members name, address and date of admission and storing such information according to General Data Protection Regulations
- maintaining a file of all official CHC documentation.
- maintaining a list of current Pastors, Elders and Deacons, their dates of appointment and any dates of renewal of appointment.
- receiving and acknowledging all correspondence from Members and ensuring that replies are sent within a reasonable timescale
- keeping an accurate record of all business meetings of CHC including attending and taking minutes at all AGMs and EGMs or nominating a deputy to do so.
- fulfilling the Church Secretaries role in the organising of an AGM and EGM, in accordance with CIO requirements.
- assisting the Elders, as required, with the booking of any visiting speakers
- typing any correspondence and documentation, as reasonably required by the Elders, the Deacons and the Trustees for the fulfilment of their duties and the CIO objectives.
- keeping the church calendar up to date

Termination of a Deacon's Position

A Deacon shall serve until the position is terminated by:

- a Deacon resigning, following the service of 12 weeks notice (or other such period of notice by mutual agreement of the resigning Deacon and the Leadership Team) to the Trustees or in the case of a Deacon in compliance with the terms of resignation under the contract of employment of the Deacon.
- A vote by a majority of the Leadership Team to remove any Deacon from office

Leadership Team

Number of Leadership Team

There shall be a minimum of five Leadership Team members at any one time. There is no maximum number of Leadership Team members. If the number within the Leadership Team falls below this number, then a new Leadership Team member shall be appointed as soon as is reasonably practicable.

Appointment of Leadership Team Member

- Any Leadership Team member will be proposed and agreed by the current Leadership Team.
- The membership will be informed of any appointments of new Leadership Team members and will have a period of 30 days to submit any written objections. In the event of any objections being upheld by the Leadership Team then the appointment will be revoked.
- Any appointment of a Leadership Team member position will be reviewed on a 3 yearly basis.

General Leadership Team Accountabilities

All Leadership Team members shall be accountable to the Elders.

Termination of a Leadership Team Position

A Leadership Team member shall serve until the position is terminated by:

- a Leadership Team member resigning, following the service of 12 weeks notice (or other such period of notice by mutual agreement of the resigning Leadership Team member and the Elders) to the Trustees or in the case of a Leadership Team member in compliance with the terms of resignation under the contract of employment of the Leadership Team member.
- A vote by a majority of the Trustees to remove any Leadership Team member from office